

POSITION DESCRIPTION (Please Read Instructions on the Back)					1. Agency Position No. NL12371	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <i>(Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL.		
5. Duty Station		6. OPM Certification No.		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		
8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input checked="" type="checkbox"/> Neither		
11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial		12. Sensitivity <input checked="" type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive		13. Competitive Level Code 07YY		
14. Agency Use		15. Classified/Graded by		Official Title of Position		
a. U.S. Office of Personnel Management		b. Department, Agency or Establishment		Pay Plan		
c. Second Level Review		d. First Level Review		Occupational Code		
e. Recommended by Supervisor or Initiating Office		Auditor		Grade		
16. Organizational Title of Position (if different from official title)		GS		Initials		
17. Name of Employee (if vacant, specify)		0511		Date		
18. Department, Agency, or Establishment Department of the Army (DA)		c. Third Subdivision Chief of Staff (CS)		19. Employee review - This is an accurate description of the major duties and responsibilities of my position.		
a. First Subdivision Army Materiel Command (AMC)		d. Fourth Subdivision		20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.		
b. Second Subdivision Simulation, Training & Instrumentation Command (STRICOM)		e. Fifth Subdivision		Signature of Employee (optional)		
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)		
Typed Name and Title of Immediate Supervisor William C. Youmans, Acting Chief of Staff		Signature		Date		
Signature		Date		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.		
23. Position Review		Initials		Date		
a. Employee (optional)		Initials		Date		
b. Supervisor		Initials		Date		
c. Classifier		Initials		Date		
24. Remarks		Initials		Date		
Position is a DA Intern with non-competitive potential to GS-11 level.		Initials		Date		
BUS: 7777		Initials		Date		
Description of Major Duties and Responsibilities (See Attached)		Initials		Date		

Job Number: AJ836  
 Installation: Standard/Generic PD  
 Standards Citation: Primary Standard 8/91  
 Title: Auditor (Intern)  
 Occ Series: 0511  
 Pay Plan: GS  
 Grade: 07  
 Exempt: N  
 MACOM: HQDA  
 Region: NCR  
 Duties:  
 MAJOR DUTIES

Serves in an entry, intermediate or advanced (pick one) trainee level capacity in Career Program #11. Performs duties characteristic of the specific occupational series for 0511, accomplishing a variety of developmental duties in support of the overall work of the organization.

Assignments are selected to broaden skills and provide practical experience, as prescribed in the Master Intern Training Plan, for progressively more complex assignments.

-- Performs assigned portions of professional or technical projects involving such duties as: designs equipment, structures or systems using established criteria or specifications; tests material, equipment, or systems for compliance with specifications or for evaluation in terms of operational use; reviews technical aspects of applications, designs, or proposed plans for compliance with laws, regulations, standards, specifications, or other requirements.

-- Performs administrative duties such as: gathers and reviews a variety of narrative and/or statistical data to prepare reports; conducts analyses of data to support conclusions or recommendations for action.

The specific duties assigned to this position will vary, depending upon the occupation in which the incumbent was hired, as well as the developmental needs of the individual employee. Further information concerning these duties will be recorded in the following documents: the employee's Individual Development Plan, and the specific performance objectives outlined in the Total Army Performance Evaluation System (TAPES) evaluation report or other performance objectives document.

Performs other duties as assigned.

NOTE:

This position is developmental in nature, leading to the target grade of GS-11. Upon meeting regulatory and performance requirements incumbent may be promoted non-competitively to the target level of GS-11, through the intervening grade of GS-09.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION: Level 1-6 950 Points

Knowledge of the principles, concepts, and methodology of the profession or administrative occupation that has been supplemented by skill gained through job experience and formal training in accordance with the requirements of the career program to permit independent performance of recurring assignments.

This knowledge may also be supplemented by expanded professional or administrative knowledge gained through relevant graduate study or experience, which has provided skill in carrying out assignments, operations, and procedures that are significantly more difficult and complex than elementary assignments performed by entry-level positions.

FACTOR 2. SUPERVISORY CONTROLS: Level 2-2 125 Points

Works under close direction of the supervisor/team leader or higher graded employee. Work is assigned with specific and detailed instructions indicating what is required, timeframes, method and approach and desired results. The incumbent works as instructed using judgment to recognize and refer situations not covered by instructions. Work is reviewed in progress and upon completion for technical accuracy and adherence to instructions.

FACTOR 3. GUIDELINES: Level 3-2 125 Points

The incumbent refers to applicable guidelines such as specific regulations, policies, directives, instructions, manuals, texts and other related information. With more advanced assignments the incumbent is required to exercise a greater level of judgment in selecting techniques among several alternatives. Minor deviation to standard process, procedure and instructions may be made. Situations requiring major deviations are referred to the supervisor.

FACTOR 4. COMPLEXITY: Level 4-3 150 Points

The work typically includes varied duties that require different and unrelated processes and methods.

The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issue involved in each assignment, and the chosen course of action may have to be selected from many alternatives.

The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

FACTOR 5. SCOPE AND EFFECT: Level 5-2 75 Points

The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope.

The work product or service affects the accuracy, reliability , or acceptability of further processes or services.

FACTOR 6. PERSONAL CONTACTS: Level 6-2 25 Points

The personal contacts are with employees in the same agency but outside the immediate organization. People contacted generally are engaged in different functions, missions, and kinds of work, e.g., representatives from various levels within the agency, such as headquarters, regional, district, or field offices, or other operating offices at the immediate installation;

FACTOR 7. PURPOSE OF CONTACTS: Level 7-1 20 Points

Contacts are generally for the purpose of obtaining and exchanging factual information related to performance of developmental planning assignments. Individuals and other agency representatives contacted are usually pursuing mutual goals and are generally cooperative.

FACTOR 8. PHYSICAL DEMANDS: Level 8-1 5 Points

The work is primarily sedentary. There may be some walking, standing, bending and carrying light items and may involve travel to other locations.

FACTOR 9 WORK ENVIRONMENT: Level 9-1 5 Points

The work is performed in an office setting involving everyday risks or discomforts that require normal safety precautions deemed necessary.

TOTAL POINTS - 1480

**NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 12371**

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."